

ADMINISTRATIVE-INTERNAL USE ONLY

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22 April 1974

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MEMORANDUM FOR: Deputy Director Management and Services
SUBJECT : M&S Career Service Attitude Survey

1. We are currently constructing a draft of an M&S Career Service Attitude Survey which will be responsive to suggested topic areas from the Directors of the M&S Offices. I will contact you as soon as the draft is completed.

2. As indicated in our conversation, I thought it would be beneficial to provide you with an estimate of time elements involved in accomplishing this project. These are not exact time elements for the various steps but should provide a relatively realistic framework within which to operate.

3. Timetable:

<u>Steps</u>	<u>Time Elements</u>
a. Initial construction of questionnaire (draft)	4 Weeks
b. Revision and review of draft.	1-1/2-2 Weeks
c. Printing and distribution	2 Weeks
d. Return mailing	2-3 Weeks
e. Key punching of data (est. of 2 people working)	4 Weeks
f. Data analysis (basic)	3 Weeks

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*g. Initial report (over- 1-1/2-2 Weeks
view of results)

**h. Final report 4 Weeks

* Through step g would involve a maximum of 20 weeks.

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** Through the final report (step h) would involve a maximum of 24 weeks.

4. At the current time we do not envision the need for interviewing, as the input from Office Directors appears to have satisfied this phase. It may be necessary due to the size of the project, e.g., surveying approximately [REDACTED] employees, that we shall need to call on the assistance of some DDM&S components outside of PSS. For instance, the keypunching step would be greatly speeded up by calling on the resources available through OJCS, and it will probably be necessary to obtain personnel rosters through Office of Personnel.

5. Please contact us if you would like further information.

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[REDACTED]
Psychological Services Staff
Office of Medical Services